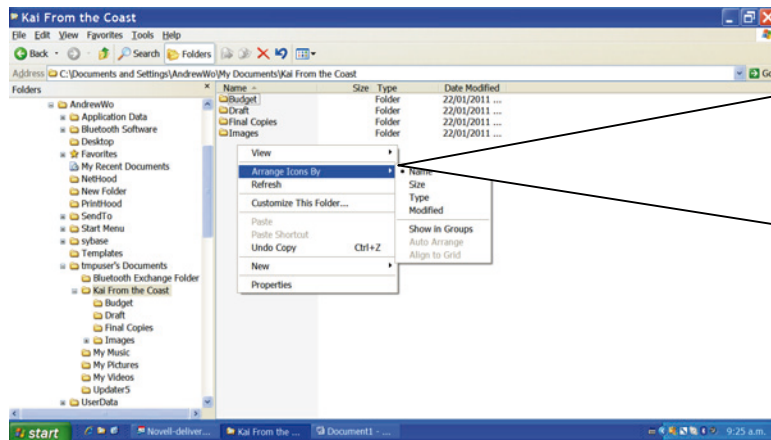


Identifies key feature.

Operating Systems Key Features

Some of the key features of an operating system are features associated with File Manipulation, Application Execution, and Input and Output

File Manipulation

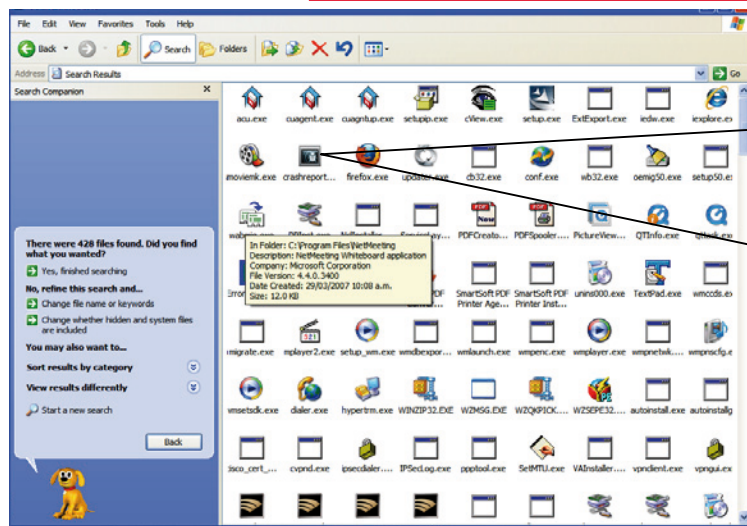


File Manipulation

The view of this folder containing files is about to be changed to order by name by using a drop down menu made available through the operating system. Other views are available size, type, date modified. The operating system also allows files to be named. The operating system also keeps track of where the files are stored.

Application Execution

Candidate identifies another key feature.

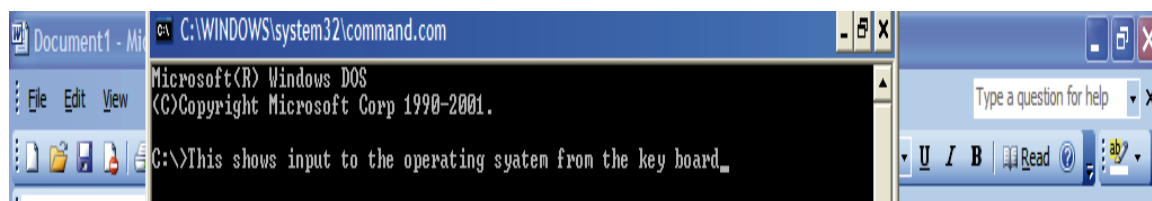


This screen shot shows C:\program files **.exe files. The operating system allows the user to execute (start) applications by using these exe files. The application is run by clicking the Icon. The icon is a GUI Graphical User Interface. The GUI is a standard part of most operating systems. The GUI allows the user to find and start the applications through the operating system.

Input Output

The input devices managed by the operating system are the key board and the mouse. The mouse is used to select and execute commands by selecting GUI. The location information is used by the operating system as a command. In the top screen shot the cursor controlled by the mouse is in the menu GUI and on the NAME command. The operating system will take this command and change the directory view to BY NAME. The operating system an also receive commands directly from the key board. The out put main out put from the operating system is output to the screen. Other outputs include sound and printing.

In the screen shot below the key board is writing directly to the operation system. We are able to see and use the output from the screen.



The description of this key feature reflects the candidate's understanding of basic concepts. This is demonstrated by their appropriate use of information management language, their ability to translate this language, and their description of the user interaction with the function.

Applications Key Features

Spread-Sheet Key Features

The cook book budget is recorded in a spreadsheet. Spreadsheets have key features. The key features are described in the callout boxes.

Cells

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	JAN	TOTALS	AVERAGE PER MONTH
INCOME															
Advertising	0	0	0	0	0	0	0	0	0	3000	0	0	0	3000	230.77
Donations	0	0	100	20	50	0	0	10	30	20	200	50	480	480	36.92
Sales	600	600	300	200	200	100	100	50	100	200	400	1000	600	4450	342.31
TOTAL	600	600	400	220	250	100	100	50	110	3230	420	1200	650	7930	610.00
EXPENSES															
Printing	130	75								300	2000			2505	626.25
Consumables	10	18												28	14.00
Transport	0	0	0	0	0	0	0	0	0	100	0	0	0	100	7.69
Equipment	0	0	500	0	0	0	0	0	0	0	0	0	0	500	38.46
TOTAL	140	93	500	0	0	0	0	0	0	400	2000	0	0	3133	241.00
BALANCE	460	507	-100	220	250	100	100	50	110	2830	-1580	1200	650	4797	369.00

Cells

The application primary display is the sheet. Cells are areas on the sheet into which the user enters data. The data can be text or numbers. Each cell has its own reference to identify the data. The reference of this cell is A:1. The cell reference identifies the data for both the user and the application

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	JAN	TOTALS	PE
INCOME															
Advertising	0	0	0	0	0	0	0	0	0	3000	0	0	0	3000	
Donations	0	0	100	20	50	0	0	0	10	30	20	200	50	480	
Sales	600	600	300	200	200	100	100	50	100	200	400	1000	600	4450	
TOTAL	600	600	400	220	250	100	100	50	110	3230	420	1200	650	7930	

be operation

Formulas

The formula in Cell O:9 is shown in the formula bar. The formula contains a command 'SUM' and the cells that the command affects. In the screen shot the formula in P:23 averages the cell range B23 to N: 23. The number in P12 is the average income per month. This information is the output from the application.

Columns and Rows

Cell B:10 is where column B and row 10 meet.

Because column B has the text 'Jan' entered as a heading and cell A:10 has the text 'Sales' entered as a label we know that the 600 in B:10 represents January sales. The applications ability to accept data in rows and columns allows the user to input the data in a meaningful way and to receive meaningful output.

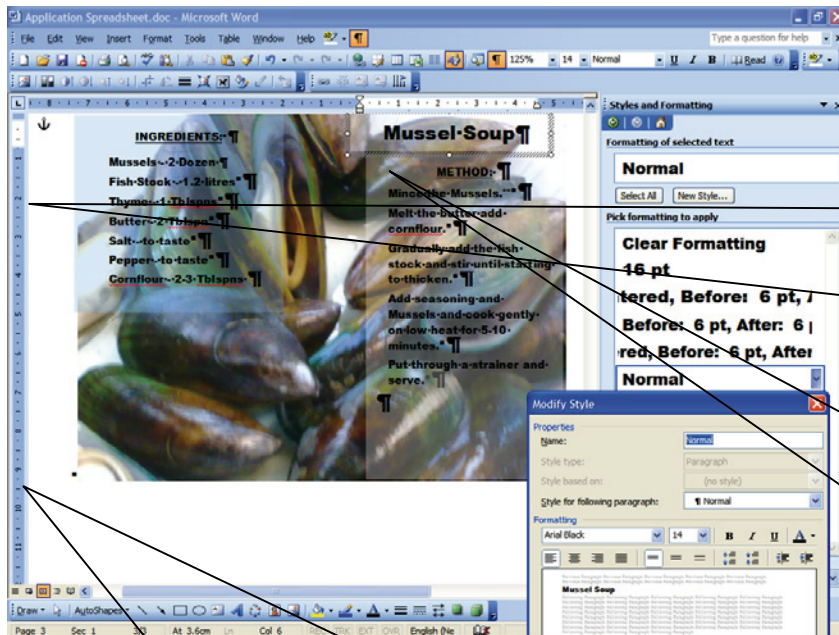
Automatic Recalculation

Spreadsheets have tool bars that let users reset the options on the spreadsheet. One common default option is automatic recalculation. Automatic recalculation occurs when data is entered in a cell in the range of a existing formula The recalculation occurs automatically for the entire spreadsheet at the entry of each new piece of data. The option menu allow the user to change choose to stop automatic recalculation. Other choices are also

Applications Key Features

Word Processor Key Features

Text



TEXT

Word processors receive text from key boards and other word processing applications. The text is processed by the application. The word processor formats the text input from the keyboard format, and applies style to assist in getting the message in the text to the reader.

Format

The application allows formats to be changed. The format in the selected text box is Font 16 Pt Arial Black Bold. The text has been centred in the text box. This format was applied because it is a recipe title and needs to stand out

Alignment

Text can be aligned in a number of different ways by word processors. The picture above has been laid out in line with the text. It has been positioned by being inserted from file and then dragged and dropped by the cursor and then nudged with the CTRL and arrow key.

Standard edge alignment of text is done by setting the margins. Margins can be set for the line, paragraph, page, section, or document.

For example, this line has been set at a margin of 2 from the inside of this text box. The paragraphs in this text box have been set with a separation of 3pts.

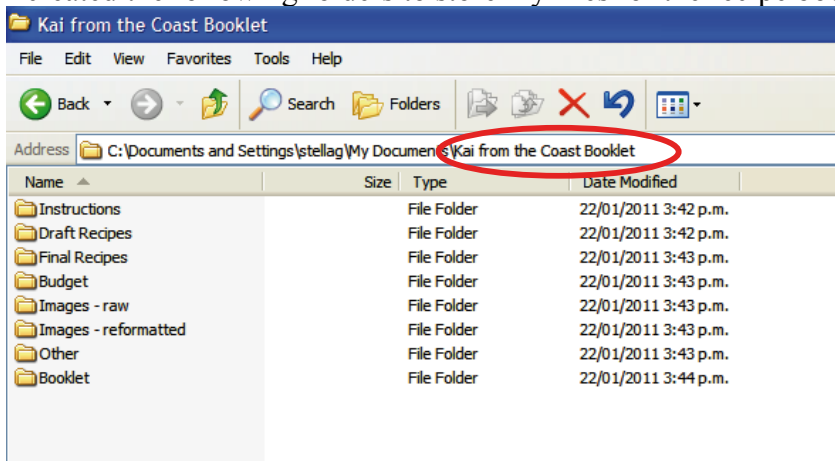
Another way of aligning text is to use text boxes. The text boxes above allow the text to be positioned as a block anywhere on the page. The text in the text box has been aligned with 3pts above and 3pt below. The margin inside the text box has been set using the tabs on the page ruler which is found at the top of the page. This can be seen in the screen shot above in the title text box the tab position on the ruler is visible. You can see where the tab sits just inside the boundary of the text box. This type of output allows makes the application user friendly

The background of the text box above has been formatted with a light blue colour and a transparency of 70%. This allows the text to be aligned over the background so that the background is visible. This text box has been format with no fill so that the screen shot above can be seen underneath the callout. The callout text box allows text to be aligned in a meaningful way to other text.

Candidate has identified and described the feature. Although the description is relatively simple, the candidate describes the function input and output and user purpose. Including this information in the description demonstrates the candidates comprehension of the basic concepts.

File Management

I created the following folders to store my files for the recipe booklet.



The candidate has provided a straight forward identification and description of file management procedures in a student project.

The candidate clearly demonstrates their knowledge of the basic concepts.

I wanted to make sure that I could find the files easily that I was working on.

An example of some of the files that I saved in the folders are as follows:

Draft Recipes:

Word files that contained my draft recipes before deciding which ones I would use:

- Mussel soup.doc
- Crayfish and pineapple.doc
- Salmon and egg quiche.doc

Budget:

- Recipe budget May.xls
- Recipe budget June.xls
- Final budget July.xls

I made sure that the budgets were named by the month so that I could track how much money had been spent. Our teacher told us that the class would decide which recipe book to produce and that cost would be a consideration. To make sure that no-one else saw how much I had spent I put a password on my final budget July.xls file by doing this in Microsoft Excel:

On the formatting menu pressing Tools, Protection, Protect Workbook. I then chose to put a password on it. I chose a password that only I am familiar with.

As an added precaution, I made sure that I logged off my computer every time I finished class so that no-one could have access to any of my files and folders. This is good practice as although our home directories are password protected, once you are logged on, anyone can have access.

File formats

Some of the image files that I had were really big. I had downloaded them from the free source website to make sure that I did not breach copyright. The file sizes were really big. I put the original files into my 'Images-raw' folder and then edited them and changed them into jpeg format which reduced the file sizes considerably. Some of them were .bmp files which were really big. It also made them easier to email to friends in the class who needed extra images. I asked them to send files to me this way too.

Once I had reduced the images to a more manageable size, I placed them onto my Word documents next to the recipes as draft pages. Sometimes I sent them to my teacher for checking and it was easier to do this by converting the word document to a pdf file before sending in an email. This reduced the size of the file which needed to be done because the entire class were sending her draft pages for checking.

Ethical Issues

A good basic description of the ethical issues clearly demonstrates the candidate's understanding of the basic concepts involved.

Issue	Description
Copyright:	I should not use pictures, music, data, information, or software/programs unless I own it or have permission to do so. This is because I would be stealing their work. I should acknowledge all sources of information
Privacy:	It is not right to give away the personal information of other people. Teachers have access to student contact information (middle names, address, phone numbers) but are not allowed to give it to anyone else. I should not share other students' personal data or a teacher's personal data via the LMS (MOODLE forums etc) or network
File security:	If I find someone else has not logged off their computer I should tell the teacher and/or log off for them. I must keep my files secure by using a password that no-one else knows, and not tell it to anyone else. If someone else finds out my password I should tell the teacher and change my password. If other students have access to your password they can delete your work and could do things that would get you into trouble. I should not use another student's log on or password.
Appropriateness of the material in its context:	Language and use of pictures should be chosen to suit the target audience and not to offend any people, cultural beliefs etc. At all times information should be suitable for showing to the Principal! Including any Posting material via the LMS (MOODLE forums etc) or network and File and folder names.

The overall judgement is at Achievement. The student has clearly demonstrated understanding of basic concepts of information management.